

Retention and Classification Report

Agency: Deweyville (Utah) (287)

Deweyville Town Hall
10870 North Hwy. 38
Deweyville, UT 84309
435 257-5011

Records Officer Kathy Gudmundson

26498	Audit reports
26495	Cemetery records
26496	City history
26497	Council minutes
26499	Ordinances
26500	Zoning ordinances

AGENCY: Deweyville (Utah)

SERIES: 26498

3

TITLE: Audit reports

DATES: 1949-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 02/28/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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AGENCY: Deweyville (Utah)

SERIES: 26498

TITLE: Audit reports

(continued)

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Deweyville (Utah)

SERIES: 26495

3

TITLE: Cemetery records

DATES: 1932-

ARRANGEMENT: Alphabetical by name.

DESCRIPTION:

These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

AUTHORIZED: 09/11/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical

These records have historical and administrative value as documentation of the burial of individuals.

AGENCY: Deweyville (Utah)

SERIES: 26495

TITLE: Cemetery records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Deweyville (Utah)

SERIES: 26496

3

TITLE: City history

DATES: 1974-1976,1979-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are published or unpublished histories written on the municipal government or an individual municipal agency. The histories are financed by municipal funds. They may include title, author, date written, and a historical narrative.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 76.

AUTHORIZED: 09/18/2015

FORMAT MANAGEMENT:

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APPRAISAL:

Historical

AGENCY: Deweyville (Utah)

SERIES: 26496

TITLE: City history

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Deweyville (Utah)

SERIES: 26497

3

TITLE: Council minutes

DATES: 1939-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 02/28/2007

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AGENCY: Deweyville (Utah)

SERIES: 26497

TITLE: Council minutes

(continued)

APPRAISAL:

Administrative Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Deweyville (Utah)

SERIES: 26499

3

TITLE: Ordinances

DATES: 1948-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 02/28/2007

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APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Deweyville (Utah)

SERIES: 26499

TITLE: Ordinances

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Deweyville (Utah)

SERIES: 26500

3

TITLE: Zoning ordinances

DATES: 1973-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These "land use and development" ordinances provide standards for development for "land use and development" within the municipality. They have been approved by both the planning commission and the city commission. "The planning commission shall prepare and recommend to the [city commission] a proposed zoning ordinance and maps . . . The [city commission] shall hold a public hearing on the proposed zoning ordinance . . . After public hearing, the [city commission] may (a) adopt the ordinance as proposed; (b) amend zoning ordinance and adopt or reject the zoning ordinance as amended; or (c) reject the ordinance" (UCA 10-9-402 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 13.

AUTHORIZED: 02/28/2007

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AGENCY: Deweyville (Utah)

SERIES: 26500

TITLE: Zoning ordinances

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public